

## **ADMINISTRATIVE SUPERVISOR, RCMP SUPPORT SERVICES**

(Full Time)

The Municipality of North Cowichan (population 30,000) is located in the beautiful Cowichan Valley on Southern Vancouver Island, between Nanaimo and Victoria. Our communities of Chemainus, Crofton, Maple Bay, and the South End including University Village, are home to a multitude of artistic, cultural and outdoor recreational activities. The Municipality provides a stable and varied work environment, competitive pay and benefits.

We are inviting applications from candidates with the proven skills, qualifications and abilities for the position of Administrative Supervisor, RCMP Support Services. If you are self-motivated, looking to take on a new challenge where you can make a difference, enjoy both responsibility and accountability, and are ready to join one of British Columbia's most inclusive and environmentally conscious municipalities, we look forward to receiving your application!

Reporting directly to the Director, Human Resources and Corporate Planning and working closely with the RCMP Officer in Charge, the Administrative Supervisor, RCMP Support Services will act as liaison between the Municipality and the RCMP on various human resources, health and safety, financial, building maintenance and administrative issues while ensuring a consistent employment experience for Municipal employees working at the RCMP Detachment. This position will be responsible for implementing all corporate initiatives, policies, procedures and regulations with staff. The successful candidate will place a strong emphasis on collaboration and communication in order to establish and maintain positive and professional working relationships.

**Please note, this position's full scope of responsibilities and direct reports is currently under review.**

Our ideal candidate will have post-secondary education in business or public administration with a minimum of five (5) years of relevant supervisory experience, preferably in a police or related environment, with strong human resources and people management skills in a unionized environment. An acceptable equivalent combination of education and experience may be considered. Strong computer abilities in a Windows-based environment are also required, along with previous experience in preparing and managing budgets. Experience in court and police procedures, as well as knowledge of PRIME, CPIC and JUSTIN data base systems would be considered assets.

Candidates being considered will be required to undergo a comprehensive evaluation of skills, qualifications and abilities. The successful candidate will be required to obtain and maintain RCMP security clearance.

A competitive salary and comprehensive benefit package is offered. This position is excluded from union membership.

### **To Apply:**

Visit the Municipality of North Cowichan Career Portal at [www.northcowichan.ca/jobs](http://www.northcowichan.ca/jobs) to apply for this position. Please note that all candidates must apply via the Career Portal; we do not accept resumes via email or hard copy.

### **Application Deadline:**

4:30 p.m. Monday, January 25, 2021

